

School Support Staff

Job Profile

Job Title :	Wraparound Breakfast / After School Club Assistant
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Main Job Purpose :	To undertake the care of individuals or groups of children. Working with other wraparound club staff to provide high quality childcare and a range of suitable activities for the children accessing the club
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Main Duties	
1.	To ensure that the health and safety needs of each individual child are met at all times by assisting the Club Leader/Head Teacher. To ensure a safe working environment for staff, students and visitors.
2.	To stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups.
3.	Support and contribute to the school's responsibility for safeguarding students. Reporting any issues or concerns.
4.	Attend to the personal, social and emotional needs of individual children, together with any other special requirements and, depending on the nature of a pupil's special needs, to make these part of the play experience wherever possible.
5.	Foster an atmosphere of mutual respect and demonstrate the behavioural policies of the school effectively at all times.
6.	Develop constructive relationships and communicate with students/parents/carers/staff.
7.	To support the club leader in all aspects of the running of the club.

Supervision and Management
The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The job holder works within school procedures, policies and approved methods and under the supervision of the Club Leader.

Key Contacts and Relationships

Teaching & Support Staff	Working together, running the club, consulting about children
Children	Supporting
Parents	Dropping off children discussions about children etc.

Decision Making

The jobholder is expected to follow school procedures and plans made by the Club Leader/ Headteacher.

Resources

The jobholder is expected to use school resources appropriately and with care.

Working Environment

The jobholder is based in play/activity settings and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with body fluids if a child has an accident or is unwell.

Knowledge and Skills

New entrants are not required to have any background in Learning Support work or play but must have good general skills at dealing with children/young people and have the ability, through an extended induction period, to learn and apply support techniques.

Person Specification:

	Essential	Desirable
Qualifications and experience		Experience of working with children Child protection training DBS check First Aid training
Knowledge and understanding	The candidate should have knowledge and understanding of effective behaviour management	
Skills	Early Bird leaders will be able to: <ul style="list-style-type: none"> • Supervise pupils, either in the school hall, library or playground whilst they are taking part in activities and play • Encourage good social skills • Able to work as part of a team • Able to work under instruction from the Team Leader 	Any other relevant skills which the Early Birds leader may be able to offer
Personal characteristics	Calmness Confidentiality Empathy Enthusiasm Flexibility Initiative Sense of humour Reliable	